
Human and Quality Resources Report August 2018

ISO.

The ISO audit is scheduled for October 9th and 10th. SRI will be here to conduct the audit.

STAFFING.

Professional Unit

A Career Planning Coordinator has been hired due to the resignation of Remle Moyak. She has begun her transition into the position. There is a motion on the agenda for the Culinary Arts Instructor because of the retirement of Curt Oakes.

Classified Unit

There still are two secretaries out on leave. Status reports have been continually received and the hope is to have one resolved in August. Kelly Services has been supporting the vacancies.

Kelly Services

An end of the year meeting was held with Kelly Services to discuss the fill rates and review performance for the 2017-2018 school year. In addition, any needs for the coming year were established. There has been changes in staff at Kelly Services so introductions were made.

Maintenance/Technology

Summer help for both maintenance and technology will continue as the contract allows through September 30. Interviews will be conducted for the open positions.

PAYROLL.

Benefit balance reconciliations were completed and distributed. Verification sheets were mailed and have begun to return. Audit worksheets were developed as needed to assist with the Financial Audit.

IN-SERVICE.

The In-Service agenda was completed. Distinguished Instructors will be part of a meeting to develop the Professional Learning Committees for 2018-2019. A preliminary process was established to review and will be discussed at the meeting in August. In addition, CPR will be offered as part of the In-Service.

